



# MONTANA LEGISLATIVE BRANCH

## Legislative Fiscal Division

Room 110 Capitol Building \* P.O. Box 201711 \* Helena, MT 59620-1711 \* (406) 444-2986 \* FAX (406) 444-3036

Legislative Fiscal Analyst  
CLAYTON SCHENCK

September 28, 2005

Jane Smilie, Administrator  
Public Health and Safety Division  
PO Box 202951  
Helena, MT 59620

Dear Ms. Smilie:

At the June meeting of the Legislative Finance Committee (LFC), the committee voted to request information from each agency on the status of certain FTE for which funding was added in HB 2. This letter is our request for this information. Specifically, the committee wishes to know:

- 1) Which positions have been filled
- 2) The status or projected hire date of positions that have not been filled
- 3) Issues encountered in attempting to fill the positions

Attached to this letter is a form(s) for the positions for which the LFC requests this information. Please complete and return the form via email to the analyst listed on the form and to Diane McDuffie at [dimcduffie@mt.gov](mailto:dimcduffie@mt.gov) in the Legislative Fiscal Division by October 14, 2005.

Thank you for your attention to this matter. If you have any general questions about this request, please contact Taryn Purdy at 5383, or at [tpurdy@mt.gov](mailto:tpurdy@mt.gov). If you have questions about a particular update, please contact the LFD staff person listed.

Sincerely,

Clayton Schenck  
Legislative Fiscal Analyst



FTE Information Requested by the Legislative Finance Committee  
For the 2007 Biennium

**General Information**

Agency Name: Public Health and Safety Division  
Due Date: 14-Oct-05  
LFD Contact: Steinbeck, Lois  
Agency Contact: Bob Moon

**Specific Information**

Decision Package: 159  
# of FTE: 3.00

FTE Purpose: Statewide Emergency Preparedness

**FTE Information Required**

Position FTE Hired For (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	Hire Date
69107724 Administrative Specialist	7/03/05
69107725 Clinical Lab Technologist	7/02/05
69107726 Clinical Lab Technologist	7/02/05

If the FTE have not been hired:

When will the FTE be hired? (Be specific as possible e.g., December, end of 3<sup>rd</sup> quarter, etc.)

N/A

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.) N/A

# FTE Information Requested by the Legislative Finance Committee For the 2007 Biennium

## **General Information**

Agency Name: Public Health and Safety Division  
Due Date: 14-Oct-05  
LFD Contact: Steinbeck, Lois  
Agency Contact: Bob Moon

## **Specific Information**

Decision Package: 163  
# of FTE: 1.00

FTE Purpose: Public Health Planner

## **FTE Information Required**

<b>Position FTE Hired For</b> (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	<b>Hire Date</b>
69107733 Public Health Planner	

If the FTE have not been hired:

When will the FTE be hired? (Be specific as possible e.g., December, end of 3<sup>rd</sup> quarter, etc.)

We delayed hiring this position until exact federal grant funding levels are known. We anticipate hiring in January 2006.

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.) \_\_\_\_\_

# FTE Information Requested by the Legislative Finance Committee For the 2007 Biennium

## **General Information**

Agency Name: Public Health and Safety Division  
Due Date: 14-Oct-05  
LFD Contact: Steinbeck, Lois  
Agency Contact: Joyce Burgett

## **Specific Information**

Decision Package: 164  
# of FTE: 1.00

FTE Purpose: Communicable Disease Monitoring Staff

## **FTE Information Required**

<b>Position FTE Hired For</b> (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	<b>Hire Date</b>
69107731 Computer Support Specialist – Communicable Disease Monitoring Staff	7/03/05

If the FTE have not been hired:

When will the FTE be hired? (Be specific as possible e.g., December, end of 3<sup>rd</sup> quarter, etc.)

N/A

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.) N/A

# FTE Information Requested by the Legislative Finance Committee For the 2007 Biennium

## **General Information**

Agency Name: Public Health and Safety Division  
Due Date: 14-Oct-05  
LFD Contact: Steinbeck, Lois  
Agency Contact: Bob Moon

## **Specific Information**

Decision Package: 165  
# of FTE: 1.00

FTE Purpose: Public Health Tracking Staff

## **FTE Information Required**

<b>Position FTE Hired For</b> (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	<b>Hire Date</b>
69107730 Administrative Assistant	

If the FTE have not been hired:

When will the FTE be hired? (Be specific as possible e.g., December, end of 3<sup>rd</sup> quarter, etc.)

This position was filled, but was vacated on September 13, 2005. We are in the process of reclassifying the position in order to recruit and retain a qualified applicant and anticipate rehiring in November 2005.

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.) \_\_\_\_\_

# FTE Information Requested by the Legislative Finance Committee For the 2007 Biennium

## **General Information**

Agency Name: Public Health and Safety Division  
Due Date: 14-Oct-05  
LFD Contact: Steinbeck, Lois  
Agency Contact: Todd Harwell

## **Specific Information**

Decision Package: 3111  
# of FTE: 4.00

FTE Purpose: Tobacco Prevention/Control

## **FTE Information Required**

<b>Position FTE Hired For</b> (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	<b>Hire Date</b>
69107722 Epidemiologist	8/20/05
69107723 Instructional Coordinator	7/03/05
690107727 Tobacco Use Cessation Specialist	
690107732 Tobacco Program Manager	

If the FTE have not been hired:

When will the FTE be hired? (Be specific as possible e.g., December, end of 3<sup>rd</sup> quarter, etc.)

690107727 and 690107732 – These positions are being classified, will be advertised in November, hired in December.

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.)

Please email your response to the LFD contact listed above. Thank you for your attention to this matter. If you have any general questions about this request, please contact Taryn Purdy at 5383, or at [tpurdy@mt.gov](mailto:tpurdy@mt.gov).